



HANFORD M. HARRISON, L.L.C.  
*Certified Public Accountants*

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Hanford M. Harrison, C.P.A.  
Marshall H. Harrison  
Vincent R. Protti, Jr., C.P.A.

Member  
American Institute  
Certified Public Accountants  
The Society of Louisiana CPAs  
Government Finance Office Assn.

FINANCIAL STATEMENTS  
AND  
ACCOUNTANT'S COMPILATION REPORT

JEFFERSON CONVENTION AND VISITORS BUREAU, INC.

December 31, 2001

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 9/18/02

(504) 368-2501  
Fax: (504) 362-0589  
1027 Whitney Avenue • Gretna, LA 70056

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To The Board of Directors  
JEFFERSON CONVENTION AND VISITORS BUREAU, INC.

We have compiled the accompanying statement of financial position, of **JEFFERSON CONVENTION AND VISITORS BUREAU, INC.** (a non-profit organization) as of December 31, 2001, and the related statements of activities and cash flows for the year then ended and the accompanying supplementary information containing the statement of financial position of **JEFFERSON CONVENTION AND VISITORS BUREAU, INC.** as of December 31, 2000, and the related statements of activities and cash flows for the seven months then ended, which are presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

Gretna, Louisiana  
May 30, 2002

(504) 368-2501  
Fax: (504) 362-0589  
1027 Whitney Avenue • Gretna, LA 70056

JEFFERSON CONVENTION AND VISITORS BUREAU, INC.

STATEMENT OF FINANCIAL POSITION  
(See Accountant's Compilation Report)

December 31, 2001

ASSETS

CURRENT ASSETS

Cash	\$	20,364	
Account Receivable (Note B)		<u>3,775</u>	

Total Current Assets			\$ 24,139
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MACHINERY AND EQUIPMENT

Computers	\$	3,992	
Less: Accumulated Depreciation (Note B)		<u>(1,563)</u>	<u>2,429</u>

\$ 26,568

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Payroll Liabilities	\$	3,330	
Deferred Revenue (Note B)		<u>13,025</u>	

Total Current Liabilities			\$ 16,355
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NET ASSETS

Unrestricted Net Assets	\$	<u>10,213</u>	
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Total Net Assets			\$ <u>10,213</u>
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\$ 26,568

The accompanying notes are an integral part of this statement.

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

STATEMENT OF ACTIVITIES  
(See Accountant's Compilation Report)

For the year ended December 31, 2001

REVENUE

Jefferson Parish (Note C)	\$	130,000	
Meeting Planner Advertising		1,800	
Banner Income		14,550	
Other Income		<u>2,450</u>	\$ 148,800

OPERATING EXPENSES

Salaries	\$	78,620	
Payroll Tax		5,558	
Health Insurance		4,246	
Automobile		5,102	
Depreciation		1,085	
Office Supplies		2,974	
Postage		1,234	
Dues & Subscriptions		6,511	
Miscellaneous Office		3,132	
Public Relations		590	
Computer Service		109	
Education		287	
Phone/Pages		1,461	
Office Equipment-Services		159	
Office Equipment-Rental		793	
Banner Expense		7,036	
Advertising (Note B)		38,026	
Printing and Reproduction		450	
Traveling & Entertainment		3,373	
Internet Services		2,561	
Rent		<u>3,300</u>	<u>166,607</u>

Change in unrestricted net assets \$ (17,807)

UNRESTRICTED NET ASSETS, JANUARY 1, 2001 28,020

UNRESTRICTED NET ASSETS, DECEMBER 31, 2001 \$ 10,213

The accompanying notes are an integral part of this statement.

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

STATEMENT OF CASH FLOWS  
(See Accountant's Compilation Report)

For the Year Ended December 31, 2001

CASH FLOWS FROM OPERATING ACTIVITIES:

Net Loss \$( 17,807)

Adjustments to Reconcile Net Loss to Net  
Cash Provided by Operating Activities:

Depreciation 1,085

Change in Current Assets and Liabilities:

Decrease in Accounts Receivable ( 3,775)

Increase in Accrued Payroll 2,762

Increase in Accounts Payable 13,025 13,097

NET CASH USED BY OPERATING ACTIVITIES \$ ( 4,710)

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of computer \$ ( 1,604)

Net cash used in investing activities ( 1,604)

NET DECREASE IN CASH AND CASH EQUIVALENTS ( 6,314)

CASH AND CASH EQUIVALENTS, JANUARY 1, 2001 26,678

CASH AND CASH EQUIVALENTS, DECEMBER 31, 2001 \$ 20,364

CASH PAID FOR:

Interest \$0

Income Taxes \$0

The accompanying notes are an integral part of this statement.

JEFFERSON CONVENTION AND VISITOR'S BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2001

NOTE A - NATURE OF OPERATIONS

JEFFERSON CONVENTION AND VISITOR'S BUREAU, INC. is a Non-Profit Corporation organized in June of 2000 to actively support the growth of Jefferson Parish Tourism through promotion and marketing of its natural and developed resources for the economic benefit of the community and the enjoyment of residents and visitors.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of the financial statements follows to enhance the usefulness of the financial statements to the reader.

1. Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis which is in accordance to generally accepted accounting principles.

2. Cash and Cash Equivalents

For purposes of the statement of cash flows, the corporation considers any highly liquid debt instruments purchased with a maturity of six months or less to be cash equivalents. The statement of cash flows is presented using the indirect method as permitted by APB 95.

3. Accounts Receivable

Accounts Receivable consist entirely of Membership Dues pledged during 2001 for the subsequent year. The receivables is expected to be collected in less than 30 days. Accounts Receivable as of December 31, 2001 is \$3,775.



JEFFERSON CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2001

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

4. Machinery and Equipment

Machinery and equipment is stated at cost. Depreciation of machinery and equipment is provided using accelerated methods as allowed for income tax purposes which is not materially different from their estimated useful lives.

	<u>Years</u>
Tools, equipment and furniture	3 - 7

Depreciation expense for the year ended December 31, 2001 is \$1,085.

5. Income Taxes

Income taxes are not paid by the Corporation. The Corporation qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1954.

6. Deferred Revenue

Deferred Revenue consist entirely of membership dues collected and deemed receivable during 2001 for the subsequent year. Deferred Revenue at December 31, 2001 is \$13,025.

7. Advertising

The Corporation expenses advertising costs as they are incurred. At December 31, 2001, advertising costs total \$38,026.

8. Leases

The Corporation leases space on a month to month basis for a monthly fee of \$300 per month, beginning February 1, 2001. At December 31, 2001, rent expenses total \$3,300.



JEFFERSON CONVENTION & VISITORS BUREAU, INC.

NOTES TO FINANCIAL STATEMENTS - CONTINUED

December 31, 2001

NOTE C - REVENUE - JEFFERSON PARISH:

The Corporation entered into a COOPERATIVE ENDEAVOR AGREEMENT with Jefferson Parish on September 1, 2000. During the first year of the agreement from September 1, 2000 through December 31, 2000, the Parish has agreed to provide the Corporation \$60,000. During the 2001 calendar year, the Parish has agreed to provide the Corporation a minimum of \$130,000. During the 2002 calendar year, the Parish has agreed to provide the Corporation a minimum of \$100,000 and should the distribution of Louisiana Stadium and Exposition District (LSED) surplus funds for Jefferson Parish tourism exceed \$100,000 for the LSED fiscal year ending June 30, 2002, the Parish agrees to provide to the Corporation the full surplus distribution. In no event will the funding be less than \$100,000 during the calendar year 2002.

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

SUPPLEMENTARY INFORMATION

December 31, 2001

STATEMENT OF FINANCIAL POSITION  
(See Accountant's Compilation Report)

December 31, 2000

ASSETS

CURRENT ASSETS

Cash \$ 26,678

Total Current Assets \$ 26,678

MACHINERY AND EQUIPMENT

Computers \$ 2,388

Less: Accumulated Depreciation ( 478) 1,910

\$ 28,588

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Payroll Liabilities \$ 568

Total Current Liabilities \$ 568

NET ASSETS

Unrestricted Net Assets \$ 28,020

Total Net Assets \$ 28,020

\$ 28,588

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

SUPPLEMENTAL INFORMATION - CONTINUED

December 31, 2001

STATEMENT OF ACTIVITIES  
(See Accountant's Compilation Report)

For the seven months then ended December 31, 2000

REVENUE

Jefferson Parish (Note C)	\$	60,000	
Banner Income		13,440	
Other Income		<u>50</u>	\$ 73,490

OPERATING EXPENSES

Salaries	\$	16,922	
Payroll Tax		1,495	
Health Insurance		571	
Automobile		1,623	
Depreciation		478	
Bank Charges		94	
Office Supplies		226	
Postage		75	
Dues & Subscriptions		1,175	
Miscellaneous Office		232	
Phone/Pages		256	
Office Equipment-Services		352	
Office Equipment-Rental		376	
Banner Expense		7,644	
Advertising (Note B)		9,850	
Printing and Reproduction		3,650	
Traveling & Entertainment		<u>451</u>	<u>45,470</u>

Change in unrestricted net assets \$ 28,020

UNRESTRICTED NET ASSETS, JUNE 1, 2000 0

UNRESTRICTED NET ASSETS, DECEMBER 31, 2000 \$ 28,020

JEFFERSON CONVENTION & VISITORS BUREAU, INC.

December 31, 2001

SUPPLEMENTAL INFORMATION - CONTINUED

STATEMENT OF CASH FLOWS  
(See Accountant's Compilation Report)

For the Year Ended December 31, 2000

CASH FLOWS FROM OPERATING ACTIVITIES:

Net Income		\$ 28,020
Adjustments to Reconcile Net Income to Net Cash Provided by Operating Activities:		
Depreciation	\$ 478	
Change in Current Assets and Liabilities:		
Increase in Payroll Liabilities	<u>568</u>	
Total adjustments		<u>1,046</u>

NET CASH PROVIDED BY OPERATING ACTIVITIES \$ 29,066

CASH FLOWS FROM INVESTING ACTIVITIES:

Purchase of computer	\$ <u>( 2,388)</u>	
Net cash used in investing activities		<u>( 2,388)</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS		26,678
CASH AND CASH EQUIVALENTS, JUNE 1, 2000		<u>0</u>
CASH AND CASH EQUIVALENTS, DECEMBER 31, 2000		\$ <u>26,678</u>

CASH PAID FOR:

Interest	\$0
Income Taxes	\$0

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**JEFFERSON CONVENTION  
AND VISITORS BUREAU, INC.**

**ATTESTATION REPORT**

**PREPARED FOR:**

**JEFFERSON CONVENTION  
AND VISITORS BUREAU, INC.**

**BOARD OF DIRECTORS**

**PREPARED BY:**

**HANFORD M. HARRISON, LLC  
1027 WHITNEY AVENUE  
GRETN, LA 70056**

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# HANFORD M. HARRISON, L.L.C.

*Certified Public Accountants*

Hanford M. Harrison, C.P.A.  
Marshall H. Harrison  
Vincent R. Protli, Jr., C.P.A.

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Member  
American Institute  
Certified Public Accountants  
The Society of Louisiana CPAs  
Government Finance Office Assn.

To the Board of Directors  
JEFFERSON CONVENTION AND VISITORS BUREAU, INC.  
Parish of Jefferson, Louisiana

We have performed the procedures included in the *Louisiana Government Audit Guide* and enumerated below, which were agreed to by the management of the Jefferson Convention and Visitors Bureau, the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about the Jefferson Convention and Visitors Bureau's compliance with certain laws and regulations during the year ended December 31, 2001 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### *Federal, State, and Local Awards*

1. Determine the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Jefferson Convention and Visitors Bureau's Federal, state and local award expenditures for all programs for the year ended 2001. There were no Federal, state, or local grants during these periods. The following are awards received by the Jefferson Convention and Visitors Bureau from state and local grantor/agencies.

Awards	Year	Type	Amount
State of Louisiana Tourism	2001	'01 Jeff Fest	\$10,000
Jefferson Parish	2001	Annual Funding	\$130,000



## JEFFERSON CONVENTION AND VISITORS BUREAU, INC

2. For each Federal, state, and local award, we randomly selected 6 disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

3. For the items selected in procedure 2, we traced the six disbursements to supporting documentation as to proper amount and payee.

For the award from the State of Louisiana Tourism, there was one disbursement for the same amount of the award of \$10,000. We examined the supporting documentation for the disbursement and found that payment was for the proper amount and made to the correct payee.

For the award from Jefferson Parish, we examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

4. For the items selected in procedure 2, we determined if the six disbursements were properly coded to the correct fund and general ledger account;

For the award from the State of Louisiana Tourism, there was one disbursement for the same amount of the award of \$10,000. The disbursement was tested and was properly coded to the correct general ledger account.

#### Finding 2001-1

For the award from Jefferson Parish, six disbursements were tested and all six disbursements were properly coded to the correct fund, except, four of the payments were properly coded to the correct general ledger account. One payment (check no. 1196), which should have been coded to travel expenses, was improperly coded to Dues and Subscriptions. The other payment (check no. 1164), which should have been coded to travel was improperly coded to salaries.

#### Recommendation:

Management was advised to maintain a chart of accounts to use as a guide to properly code the disbursements to the correct general ledger account.

#### Response:

All disbursements are maintained by appropriate coding using chart of accounts in accordance to the approved budget by the Jefferson Convention Visitors Bureau. The criteria for attending certain trade shows require membership; however, coding for present and future travel to trade shows will be segregated accordingly. Also, disbursements for salaries are being properly coded to salaries.

5. For the items selected in procedure 2, we determined whether the six disbursements received approval from proper authorities.

For the award from the State of Louisiana Tourism, inspection of documentation supporting the disbursement indicated there was proper approval from the Director.

For the award from Jefferson Parish, inspection of documentation supporting each of the six selected disbursements indicated there were three invoices that did not have proper approval from the Director. Further inspection was made by tracing the three invoices to the canceled check for the authorized signature.

6. For the items selected in procedure 2: For federal awards, we determined there were no Federal awards during the period tested, no compliance testing was necessary. For state and local awards, we determined whether the disbursements complied with the grant agreement, relating to:

Activities allowed or unallowed:

We reviewed the previously listed disbursements for types of services allowed or not allowed. The disbursements complied with the allowability requirements of the program.

Eligibility:

We reviewed the previously listed disbursements for eligibility requirements. The disbursements complied with the eligibility requirements of the program.

Reporting:

We reviewed the previously listed disbursements for reporting requirements. The disbursements complied with the reporting requirements of the program.

7. For the program selected for testing in item (2) there were no Federal awards issued and the awards issued by the local government did not require a close-out report.

### ***Meetings***

8. Jefferson Convention and Visitors Bureau maintains the open meeting law is not applicable to their type of entity.

### ***Comprehensive Budget***

9. There were no grants that exceeding five thousand dollars.

***Prior Comments and Recommendations***

10. The Jefferson Convention and Visitors Bureau began June 5, 2000, the period covered in this report. Hence, there are no prior comments and recommendations.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Jefferson Convention and Visitors Bureau and the Legislative Auditor, State of Louisiana, and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



May 30, 2002

Hanford M. Harrison, LLC

Jefferson Convention and Visitor's  
Bureau, Inc.  
6640 Kiverside Drive  
Metairie, LA 70003

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
(For Attestation Engagements of Quasi-public Entities)  
May 30, 2002 (Date Transmitted)

Hanford Harrison, LLC

(Auditors)

In connection with your compilation of our financial statements as of December 31, 2001 and for the period then ended, and as required by Louisiana Revised Statute 24:613 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representation).

**Federal, State, and Local Awards**

We have detailed for you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes ☒ No ☐

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes ☒ No ☐

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes ☒ No ☐

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes ☒ No ☐

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Yes ☐ No ☒ N/A

**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes ☒ No ☐

**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report.

<u>John J. Quinn</u>	Secretary	<u>9/3/02</u>	Date
<u>John J. Quinn</u>	Treasurer or	<u>9/3/02</u>	Date
<u>John J. Quinn</u>	President	<u>9/3/02</u>	Date

John J. Quinn

9/3/02